# CITY OF KENT POSITION DESCRIPTION

#### **GENERAL PURPOSE:**

Under the direction of the Mayor and the Chief Administrative Officer, the City Attorney advises all elected and appointed city officials, city employees and City Boards and Commissions in all legal matters pertaining to the business of the City; represents the City, its officials and its employees in all civil matters brought by or against the city or against city officials and employees in their official capacity; prosecutes all criminal misdemeanor crimes; approves all ordinances, resolutions and contracts as to form; and directs the staff of the City Attorney's Office.

This executive level position serves on the Mayor's Leadership Team; has complete charge of the work and employees of the Legal department, which include civil and prosecuting attorneys, domestic violence victims staff, and para-professional and support staff; develops and ensures the accomplishment of short- and long-range strategic plans and initiatives to meet the Council and Mayor's strategic targets; and provides professional legal services to the Chief Administrative Officer, Mayor, City Council and City departments by researching the nature of legal situations and preparing effective alternative courses of action to resolve the situation.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

Attends meetings of the City Council, other mayoral and Council Committees, boards and commissions, and the Land Use and Planning Board to provide legal, policy and procedural advice and render formal opinions when requested.

Attends meetings, upon request, of all official boards and commissions such as Civil Service Commission.

Reviews and researches Federal, State, and local laws, ordinances and court decisions, prepares interpretations and legal opinions for City departments, governing boards or officials.

Provides professional legal services to all City departments on all legal matters to include legal research, advice and litigation, when necessary.

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Provides legal advice and representation at all Valley Communications Center board meetings, and facilities and technology improvements.

Prepares ordinances, resolutions, and motions for all council and committee meetings.

Researches, reviews, drafts, and negotiates all forms of contracts and public bids, advises staff on contract, bid and change order disputes, represents the City in related property transactions.

Drafts, negotiates and files leases, easements, deeds, and other real property interests for all City real property transactions.

Prepares notices and other legal documents, as required for other City business.

Drafts and revises state legislation, appears and testifies before the state legislature as needed.

Provides advice, legal memoranda, and drafts of policies and documents pertaining to employee discipline and termination matters, state and federal regulations affecting employment issues, personnel policy issues, and all aspects of collective bargaining.

Formulates policies for council consideration; provide legal and policy advice on emerging issues.

Appears before the City's Hearing Examiner on all land use appeals and code violation hearings.

Oversees criminal prosecution of all misdemeanor crimes filed in the City's municipal court and any appeals of those cases; provides prosecution advocacy for victims of family violence crimes; advises police and corrections division on criminal law interpretation, inmate issues, and other policy matters.

Answers inquiries from citizens for information concerning City matters.

Prosecutes and/or defends, in court of original jurisdiction, and on appeals, civil actions brought by or against the City, or against officials, officers and employees in their official capacity. Hires and evaluates outside counsel in areas of specialized expertise, when required. Monitors and provides legal and strategic advice on all tort litigation that is covered through the city's insurance authority and handled by insurance defense counsel.

Participates, on request, in consultations concerning intergovernmental relations in which the City is concerned.

Serve as a member of the Mayor's Leadership Team, an executive management team, involved in the development of city-wide short and long-range strategic plans, policy and organizational development.

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Serve as technical advisor to the Mayor, Council, Boards, Commissions, Chief Administrative Officer, other department directors, and city staff on legal matters; balances the interests of the legislative and executive branches of city government while maintaining the constitutional separation of powers.

Perform other duties and special assignments as directed by the Chief Administrative Officer, Mayor, or Council or as may be required by the laws of the State of Washington.

Become familiar with, follow, and actively support the City's vision, mission, values and adopted behaviors.

#### PERIPHERAL DUTIES AND RESPONSIBILITIES:

May serve as acting Chief Administrative Officer in the CAO's absence as assigned.

Perform related duties as assigned.

# KNOWLEDGE, SKILLS, AND ABILITIES:

#### KNOWLEDGE OF:

- Municipal law and common, State and Federal law as well as constitutional law affecting City Government
- Judicial procedures and rules of evidence
- Methods of legal research
- Principles, practices, and procedures of civil law including court procedures and rules
- Legality and preparation of various documents and instruments
- Principles and practices of administration, management, supervision and training

## SKILLED IN:

- Preparation of briefs and other legal documents
- Performance of legal research and investigation
- Case preparation and litigation techniques
- Preparation and delivery of oral presentation and arguments
- Correct usage of English grammar, spelling, punctuation and vocabulary
- Oral and written communications skills
- Interpersonal skills using tact, patience and courtesy
- Working with elected officials or appointed boards
- Applying principles and practices of effective management, supervision and training
- Organization, decisiveness and action orientation
- Effectively presenting information to top management, public groups and/or City Council

## **ABILITY TO:**

- Research and interpret laws and regulations
- Analyze and prepare a wide variety of legal documents
- Organize interpret and apply legal principles and knowledge of complex legal problems
- Prepare and try cases in State and Federal Courts
- Express ideas effectively, orally and in writing
- Establish and maintain effective working relations with City officials, personnel and the public

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 Manage staff and caseload requirements and perform administrative duties of the City Attorney's office

## **EDUCATION AND EXPERIENCE:**

Education: Graduation from an approved law school with a Juris Doctor degree in law; and

Experience: Seven (7) years of municipal legal experience; including five (5) years of experience

in a management position.

Or: In place of the above requirements, the incumbent my possess any combination of

relevant education and experience which would demonstrate the individual's

knowledge, skill and ability to perform the essential duties listed above.

# LICENSES AND OTHER REQUIREMENTS:

• Active membership in good standing with the Washington State Bar Association.

# MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer including spreadsheet and word processing software, printers, scanners, telephone, fax, copy machine, calculator, overhead projector and typewriter.

## PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; talk; hear; and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; taste; and smell. The employee is occasionally required to lift and/or move in excess of 25 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

## WORKING CONDITIONS:

Work is performed in office, public forums and courtroom environment. While performing work, incumbent may be subject to frequent interruptions by employees, City officials, telephone calls and inter-office activities. Incumbent may be exposed to individuals who are irate, distraught or hostile. Incumbent may be subject to long hours due to attendance at City Council and Committee meetings and other responsibilities required at this executive level. The noise level in the work environment is usually moderate.

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SIGNATURE	ES:				
Incumbent's Signature		Date	Supervisor's Signature	Date	
Approval:					
Department Director/Designee Date		Employee Services Directo	or/Designee	Date	
* * Note: This document will be reviewed and updated annually at the time performance appraisal; when this position becomes vacant; or, i position are changed significantly.					•

Revision History: 02/05/02; 3/7/07